



**UNITED STATES DISTRICT COURT
DISTRICT OF SOUTH DAKOTA
PROBATION AND PRETRIAL SERVICES**

VACANCY ANNOUNCEMENT 06-04

POSITION TITLE: Human Resources Specialist
TYPE OF POSITION: Regular, Full-time (40 hours per week)
LOCATION: Sioux Falls, South Dakota
SALARY RANGE: CL 28/1 - 28/61 (\$49,815 - \$81,005)
STARTING SALARY RANGE: \$49,815 - \$62,291 (*depending on qualifications and experience*)
OPENING DATE: May 5, 2006
CLOSING DATE: June 2, 2006 (*postmarked by*)
ANTICIPATED STARTING DATE: July 10, 2006

Position Overview:

The United States District Court for the District of South Dakota is seeking a full-time Human Resources Specialist. This position is located in the office of Probation and Pretrial Services and will serve judicial staff, Probation and Pretrial Services staff, District Court staff, and Bankruptcy Court staff. The incumbent is responsible for providing a full range of human resources management services and advice to agency staff, including planning, developing, and implementing human resources policies, procedures, rules, regulations and programs for the Court.

Representative Duties:

- Advises management and judicial officers in all areas of human resources. Acts as a consultant to management and the judges in the formulation, implementation, and assessment of human resources policies and procedures.
- Initiates the formulation and implementation of local human resources policies, standards and procedures. Researches and composes human resources policies and procedures for district-wide application.
- Administers the benefits program providing information and assistance to agency staff in federal benefits areas, including health and life insurance, and retirement.
- Develops and administers all procedures for recruitment and selection of applicants for employment.
- Compiles statistics and prepares annual telework report and annual Fair Employment Practices report.

- Assists in managing the agencies' personnel budget, forecasting scenarios, and making recommendations to management.
- Administers a performance appraisal system.
- Advises managers on relevant classification standards.
- Updates and develops position descriptions.
- Processes all human resources and payroll actions such as appointments, promotions, separations, terminations, and within-grade step increases.
- Maintains confidential human resource records, including payroll, benefits, and leave.
- Performs other duties as assigned.

Qualifications:

Prospective candidates must possess at least two years specialized experience. Specialized experience is described as progressively responsible experience in at least one but preferably two functional areas of personnel management and administration (classification, staffing, training, employee relations, etc.) that provided knowledge of the rules, regulations, terminology, etc. of the area of personnel administration. Preference will be given to individuals with a bachelor's degree in a related field such as human resources, business, public administration, or a social science.

Benefits:

Employees of the United States Courts are not classified under Civil Service but are entitled to similar benefits. These benefits include:

- Ten paid holidays per year.
- Paid annual leave in the amount of 13 days per year for the first three years; 20 days after three years, and 26 days after fifteen years.
- Paid sick leave in the amount of 13 days per year (unlimited accumulation).
- Optional participation in the Federal Employees Health Benefits program.
- Optional participation in the Federal Employees Group Life Insurance program.
- Mandatory participation in the Federal Employees Retirement System and the Social Security retirement program.
- Optional participation in the Thrift Savings Plan (similar to a 401K plan with government matching, when eligible).
- Eligible for private long-term disability plan options.
- Eligible to enroll in a private long-term care insurance program.
- Eligible to participate in a flexible benefit program.

Additional Information:

- This position is considered “high-sensitive” and the selected applicant must undergo an Office of Personnel Management (OPM) background investigation. Appointment will be classified as “provisional” pending the successful completion of the required background investigation. In addition, the incumbent will be subject to updated background investigations every five years.
- This position is subject to mandatory electronic funds transfer (direct deposit) participation for payment of net pay.
- Employees are required to adhere to a Code of Conduct for Judicial Employees which is available to applicants to review upon request.
- Travel and relocation expenses will not be paid.
- Applicants must be U.S. Citizens or eligible to work in the United States.

Application Procedures:

Applicants must submit an application (AO 78 - Application for Judicial Branch Federal Employment), letter of interest, résumé, and college transcript (if applicable) to:

Terryl R. Cadwell
Chief Probation/Pretrial Services Officer
U.S. Probation/Pretrial Services Office
300 South Phillips Avenue, Suite 101
Sioux Falls, South Dakota 57104-6323

Note: To obtain an application form, please call 605-330-4437, extension 269, and one will be mailed to you. The application form (AO 078) is also available at www.uscourts.gov. Click on Library, then on Forms.

United States Probation and Pretrial Services reserves the right to modify the conditions of this job announcement or to withdraw the announcement, either of which may occur without written notice to applicants. If a subsequent vacancy of the same position becomes available within a reasonable time of the original announcement, the Chief U.S. Probation/Pretrial Services Officer may elect to select a candidate from the original qualified applicant pool.

THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER